

CONFIDENTIAL

OP-87-6743

DOA 87-6743

MEMORANDUM FOR: Deputy Director for Administration

FROM: Hugh E. Price
Director of PersonnelSUBJECT: Part-time FTE to Support the Apollo System Satellite Facility
[redacted]

1. Action Requested: It is requested that part-time FTE be provided to the Office of Communications (OC) to support the new Apollo system satellite facility [redacted]

2. Background: The Apollo system [redacted] is being moved to Reston. That facility, in addition to supporting the Office of Development and Engineering (OD&E) also provided ticketing services to the [redacted] Building, the Office of Logistics and OC [redacted] and some employees from [redacted] Buildings. It is estimated that the [redacted] Building system is currently used up to 500 times per month by the non-OD&E personnel. A new Apollo satellite facility will be established in [redacted] Building to replace the [redacted] operation and it is anticipated that the business generated by Agency travelers located in the area will remain at a high level.

3. The installation of this facility will necessitate the hiring of a part-time employee, 32 hours per week, to operate the system. As this is a new requirement, it is requested that part-time FTE be provided. The individual will be supervised on a daily basis by OC, because of the physical location of the facility, but technical direction will be provided by personnel from Central Travel Services, Office of Personnel.

4. Action Recommended: Therefore, it is recommended that part-time FTE be provided to support the hiring of an employee to operate the new satellite Apollo system [redacted]

[redacted]
Hugh E. Price

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SUBJECT: Part-time FTE to Support the Apollo System Satellite Facility at



APPROVED:

[Handwritten signature]



Deputy Director for Administration

7 JUL 1987

Date

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